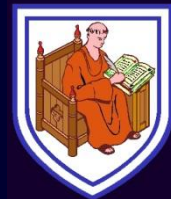


St Bede's School

'Christian Education at its Best'



Student Wellbeing and Multi-Agency Lead

36 hours per week, 40 weeks per year

£30,582

To start ASAP

Application Deadline: 09:30 on 12 October 2026

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2025	2026
Attainment 8	58.15	59.35
Progress 8	N/A	N/A
4+ English	92%	92%
4 +Maths	89%	92%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Behaviour and Student Support Department

The Behaviour and Student Support Department (The BaSS) was established in September 2007 and has proved to be a highly successful addition to the school. It is situated on the school site, supporting and working in conjunction with the main ethos and aims of the school, and is committed to working with students who are experiencing behavioural, emotional and safeguarding difficulties. The hope is that students will collaborate with the BaSS team to find a meaningful support pathway for themselves, either within school or via referrals & signposting to relevant organisations outside school. The BaSS team works closely with the Special Educational Needs Department (SEND), although it is a separate department.

The students are helped and supported to gain respect for other people who may have different likes, attitudes, characteristics, or who may be of another race, culture or religion. They are supported to grow in maturity and understanding of the world around them. The department contributes to students fulfilling their own potential and gaining a sense of achievement, self respect and self worth via a broad approach to behaviour management. For each student, supported by the BaSS team, the key focus is to develop resilience, via emotion coaching, reducing stress and/or anxiousness and helping to grow their self-esteem.

The department uses a boundaried approach for a wide range of students who may be experiencing difficulties in their lives, whilst nurturing a spirit of independence, enabling and encouraging them to learn about and understand themselves; to acknowledge and accept their own thoughts and feelings, yet be able to take personal responsibility and be accountable for their actions. The BaSS team offers students the opportunity to reflect on their actions, via a restorative approach, rooted in St Bede's school Christian values: love, charity, forgiveness, humility and prayer. These values form the foundation of positive behaviour modification intervention. They serve to equip each student with alternative, constructive coping strategies which help effective self-regulation.

The BaSS supports and communicates with families in order to offer a consistent and fair approach to managing student behaviour and associated risks. It is also able to support and work with the teaching staff in order to achieve a fair and consistent approach with an aim of promoting equal opportunity and diversity and to be imaginative and resourceful in the support and encouragement of the students.

Please note, applications will be reviewed on receipt and as such this vacancy may close earlier than the deadline advertised. Early applications are encouraged.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks.

Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion and behaviour management of pupils, ensuring that inclusive practice and behaviour management is developed to promote the highest standards of pupil achievement for all.

To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation through managing and supervising and supporting pupil behaviour, and well-being

Key deliverables include:

- Working as a member of the school's behaviour & student support team in support of the Behaviour and Student Support Manager (BaSS)
- Assisting staff with any behavioural difficulties that arise during the school day
- Being an active member of the safeguarding team
- Being the first point of contact using skillful interaction to help students in need

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Children Learning & Educational Support **Grade:** 7

Responsible to: BaSS Manager

Accountabilities & Tasks

- 1. Service & Support Delivery**
 - 1.1. Monitoring and maintaining a programme of activities**
 - Finding creative solutions to support the emotional wellbeing of students, as part of the wider BaSS provision
 - Collect students for appointments where necessary and ensure minimal disruption to core academic learning
 - Safeguarding & co-ordinating initial student contact with the BaSS unit (self-referrals)
 - 1.2. Maintain regular, empathetic communication with parents and carers to keep them informed of appointment dates, attendance, and non-confidential updates regarding their child's support pathway.**
 - 1.3. Act as the primary point of contact for parents/carers regarding external agency appointments, primary contact for multi-agency practitioners wishing to arrange visits to students in school - ensuring appropriate permissions and consent are secured prior to sessions commencing.**

2. Planning & Organising

- 2.1. Schedule, coordinate, notify and oversee individual student appointments and small group sessions between students, internal and external counsellors/agencies.
 - Ensure students have notification of appointments in advance.
 - Maintain an up-to-date schedule of all visiting specialists and external agency visits.
- 2.2. Manage room bookings and logistics to ensure a safe, private, and consistent environment for student sessions.
- 2.3. Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed on time and to an appropriate standard.

3. Work with others

- 3.1. Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.
 - Co-ordinating with key staff in school to ensure the relevant student pathway of support is followed / best next steps.
 - Liaise regularly with the BaSS Manager, Heads of Year, the DSL, and Senior Leadership to discuss referrals, priority cases, and student progress.
 - Attend whole school staff meetings & pastoral review meetings to provide updates on student engagement with external agencies.
 - Attend relevant, identified multi-agency network meetings / training eg: Surrey County Council Early Help school updates.
- 3.2. Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.
- 3.3. Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
 - Promptly report any safeguarding or child protection concerns raised during external sessions in accordance with school safeguarding procedures.

4. Analysis, Reporting & Documentation

- 4.1. Monitor student attendance and engagement trends, following up on missed appointments promptly and notifying relevant adults DDSL / DSL.
 - Prepare regular summary reports on agency usage, attendance rates, and intervention outcomes for senior leaders and governors.
- 4.2. Ensure strict adherence to GDPR, data protection policies, and confidentiality guidelines regarding sensitive student data.
- 4.3. Assist in maintaining student referral logs and documentation.
- 4.4. Support wider pastoral and safeguarding administration as required by the DSL or Senior Leadership Team.
- 4.5. Provide and manipulate data for statistical and other reports and run and present standard reports.
 - Request, compile, and record outcome data/impact assessments from external agencies to evaluate the effectiveness of interventions.

- 4.6 Prepare and dispatch a range of correspondence / documents connected with the defined area of activity.
 - Maintain accurate, confidential records of student attendance at all scheduled internal & external appointments using the school's management information systems.
 - Request appointment summary from any external visitors

5. Duties for all

- 5.1. Values: To uphold the values and behaviours of St Bede's School.
- 5.2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- 5.3. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
- 5.4. Core National Standards for Supporting Teaching & Learning
 - To understand and carry out role in line with agreed standards, expectations & qualifications.
 - Contribute to and influence children's learning and personal development.
- 5.5. To have regard to and comply with safeguarding policy and procedure as appropriate.

6. Additional Requirements

- 6.1. Carry out any other task which might reasonably be required.

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Person specification

	Essential	Desirable
Christian Commitment	- Strong personal commitment to the ethos of St Bede’s School - Able to work effectively within an explicitly Christian context	- Personally committed and practicing Christian, member in good standing of any denomination served by the school - Informed and thoughtful about current Christian issues
Education and Training	- Strong standard of general education (GCSE English and Maths at Grade C/4 or above, or equivalent) - Experience working in an administrative or coordination role within an educational, healthcare, social care, or youth-focused environment - Experience working directly with young people or supporting mental health/wellbeing initiatives in a school setting.	Experience using school management and safeguarding systems (e.g., CPOMS, Bromcom).
Experience / Skills	- Good IT skills - Clear understanding of safeguarding principles, child protection procedures, and confidentiality limits in a school environment	Knowledge of local mental health services and community support agencies for young people.
Personal qualities	- Able to deal with people at all levels - Excellent communication skills - Calm and organised under pressure - Team player and multi-tasker - Self-motivated and hardworking - Patience and perseverance - Commitment to confidentiality, professional integrity, and student welfare. - Ability to work independently and exercise sound judgment, while knowing when to escalate concerns - High level of empathy and emotional resilience, with appropriate boundaries when handling sensitive student situations	

How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 12 October 2026.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

